

**California Department of Corrections and Rehabilitation**  
**Facility Planning, Construction and Management Division**  
Project Management Branch  
Duty Statement

Project Director III

Under the general direction of the Associate Director, Project Management Branch (PMB), the Project Director (PD) III is responsible for providing the overall administrative direction and management of all project phases of major capital outlay, infrastructure, support funded, or special repair projects that are more complex and sensitive in nature. The PDIII also supervises PD Is, PD IIs, and miscellaneous support staff. In this capacity, the position:

Duties:

- 35% Manages all phases of design (preliminary plans and working drawings), construction, and activation of assigned projects. Resolves policy issues related to site-specific design and construction plans. Provides direction on all predesign activities (such as site selection, programming, engineering studies, California Environmental Quality Act, etc.). Works with professional services management consultants, top-level management within the California Department of Corrections and Rehabilitation (CDCR), Department of Finance, the Public Works Board, Regulatory Agencies, and the Legislature to design and construct assigned projects within project authorization and funding constraints.
- 25% Supervises and directs PD Is, IIs, and other staff on assigned projects and monitors workload, conducts performance reviews, and provides discipline per CDCR guidelines when required.
- 20% Manages and directs professional services consultants including but not limited to: CDCR's Program Manager, Architectural and Engineering firms; Commissioning and Construction Management firm(s) regarding architectural, engineering, and construction services. Represents the Department in the selection, fee negotiations, and awarding of contracts for professional services consultants.
- 10% Represents CDCR in discussions and in the resolution of policy issues with public and private agencies, local and State officials during all phases of project design and construction including sensitive issues at public hearings, legislative committees, and the media. Formulates and implements CDCR policies which directly affect the project's design and construction.
- 10% Provides oversight and direction of Facility Planning, Construction and Management project reports including but not limited to: contingency reports, monthly reports, court schedules and any other key performance indicators requested by Executive Management.

**KNOWLEDGE OF:** All phases of the State's capital outlay process; architecture; details of planning, designing and constructing public buildings; architectural building materials; costs, codes, correctional security standards, and construction methods; structural, electrical and mechanical engineering as related to buildings; principles of budgeting as related to the capital outlay process; principles of sound management practices, all phases of the State's contractual process, use and application of computers in capital outlay project monitoring; methods of organization and personnel management; principles of budgeting; the Department's Equal Employment Opportunity (EEO) objectives; a manager's role in the EEO program, and the processes available to meet EEO objectives.

**ABILITY TO:** Analyze comprehensive architectural designs and project costs; present information clearly and effectively in pictorial and written forms; analyze situations accurately and adopt an effective course of action; direct the work of a group of PD's; effectively contribute to the Department's EEO objectives.

**DESIRABLE QUALIFICATIONS:** Possession of a valid certificate of registration as an architect issued by the California Board of Architectural Examiners or a valid certificate of registration as Civil, Structural, Mechanical or Electrical Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors. Practical experience in the design and construction of large secure correctional facilities.

**Special Personal Characteristics**

- Good attendance
- Dedicated to job responsibilities

**Interpersonal Skills**

- Ability to be a good team leader for a team of CDCR employees and private consultants/contractors working together toward successful completion of a project
- Ability to be a good team player
- Willingness to adapt to changes
- Willingness to supervise staff from different professional backgrounds and varying levels of ability

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The following is a definition of the on-the-job time spent in physical activities:

Constantly:	Involves 2/3 or more of a workday
Frequently:	Involves 1/3 to 2/3 of a workday
Occasionally:	Involves 1/3 or less of a workday
N/A:	Activity or condition is not applicable

**Ability to enter and perform duties in a State prison:** Frequently – provide project leadership in a State prison and be in close proximity of inmates.

**Sight:** Constantly – in all phases of duties.

**Sitting:** Constantly – in a normal seated position for extended periods.

**Standing:** Occasionally - may stand continuously depending on project.

**Fine Finger Dexterity:** Constantly – uses hands when involved in writing, operating a telephone, operating computer, and in the use of various other devices.

**Hand/Wrist Movement:** Constantly – uses hands and wrists for writing, keyboarding, handling, lifting and carrying items. Move and use hands and wrists independently of each other.

**Speech/Hearing:** Frequently – uses hearing and speech to communicate.

**Lifting:** Frequently – lifts files and construction related documents weighing from a few ounces to 25 pounds in the office.

**Reaching, Grasping and Arm movement in front of Body:** Constantly – move and use as well as grasp and squeeze with hands and wrists while performing duties.

**Reaching Overhead:** Occasionally – reaches overhead while performing duties.

**Bending/Stooping:** Occasionally – stoops or bends while performing duties.

**Climbing:** Occasionally - Ascend/descend or climb a series of steps/stairs or several tiers of stairs.

**Pushing/Pulling:** Occasionally - pushes and pulls while performing duties.

**Travel:** Frequently – must be able to travel via vehicle, train, or aircraft of any size.

**Twisting of the body:** Constantly - twist body in all directions while performing regular duties.

**Pressing:** Occasionally - Press with legs/feet while operating a vehicle.

**Walking:** Frequently – walking is required while performing regular duties and may require walking long distances at project site. Must be able to walk on a wide range of working surfaces.

**WORK ENVIRONMENT:**

- Office environment is thermostatically controlled with rug-covered floors and business attire is required.
- Site locations may be in extreme temperatures, and will include exposure to dirt, dust, and loud noises. Site locations may require work outdoors in inclement weather including, rain, heat, and cold.
- Site locations include entering and working within State prisons and be in close proximity of inmates.
- Required to wear safety equipment at the construction site, which includes hardhat, safety glasses, and boots.
- Willingness to work at a construction site around loud equipment and noises, uneven ground or slippery surfaces.

**OFFICE TOOLS AND EQUIPMENT:** Personal computer and related software, printer, telephone, pager, copy machine, shredder, fax and calculator.

**WORK HOURS:**

- Normal work hours may vary, but are usually from 8:00 AM to 5:00 PM, Monday through Friday.
- May be required to work over eight hours per day, and may be required to work weekends.

- **WORK LOCATION:** Facility Planning, Construction and Management is located in Sacramento at 9838 Old Placerville Road. This location is south of Highway 50, near Bradshaw Road.

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Employee Signature

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Date

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Supervisor/Manager Signature

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Date